



Cambridge Institute of Technology

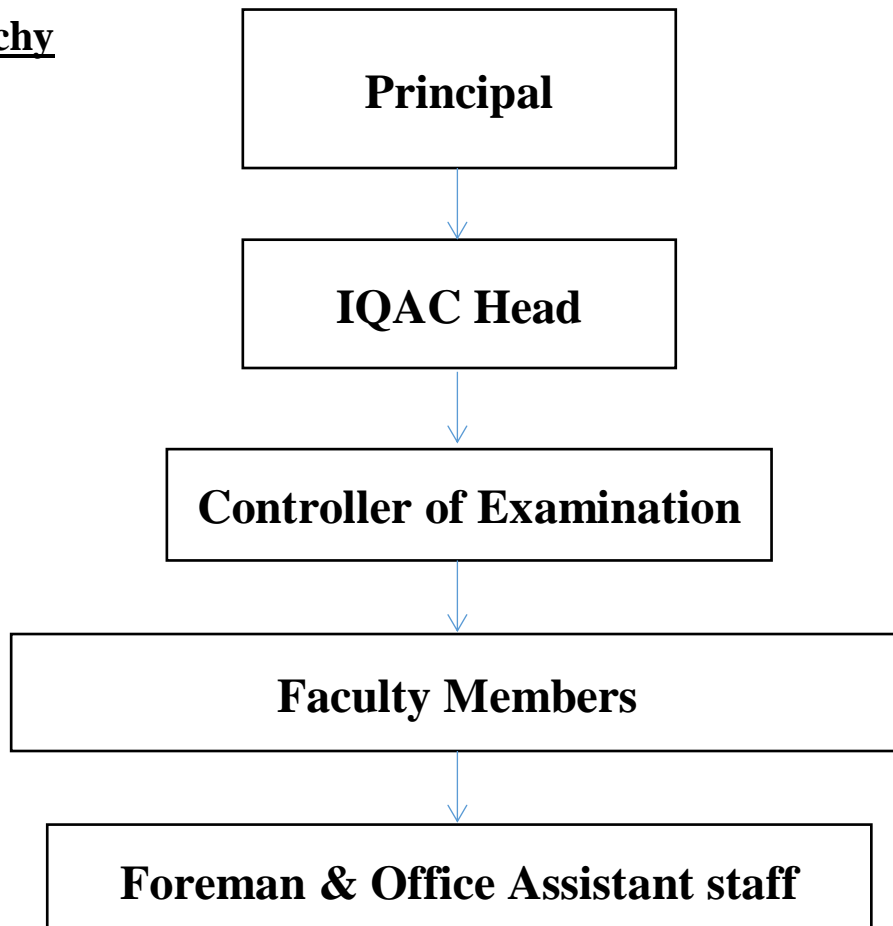
Exam Committee

Preamble

Examination Committee is one of the important part of the IQAC. It governs the complete process of Internal Assessment and conduction of VTU Exam in compliance with VTU norms. Committee follows a systematic approach resource management in carrying out all the tasks with appropriate hierarchy.

Examination committee is formed at the beginning of every academic. Under the guidance from IQAC committee, it schedule the internal assessment date, acquires scrutinized question papers from IQAC committee, allocates room supervisors and systematically conducts the internals. Similarly, VTU exams are conducted as per the schedule prescribed by VTU and follows the rules of the exam conduction with at-most earnest and submit the written scripts safely to VTU regional centres.

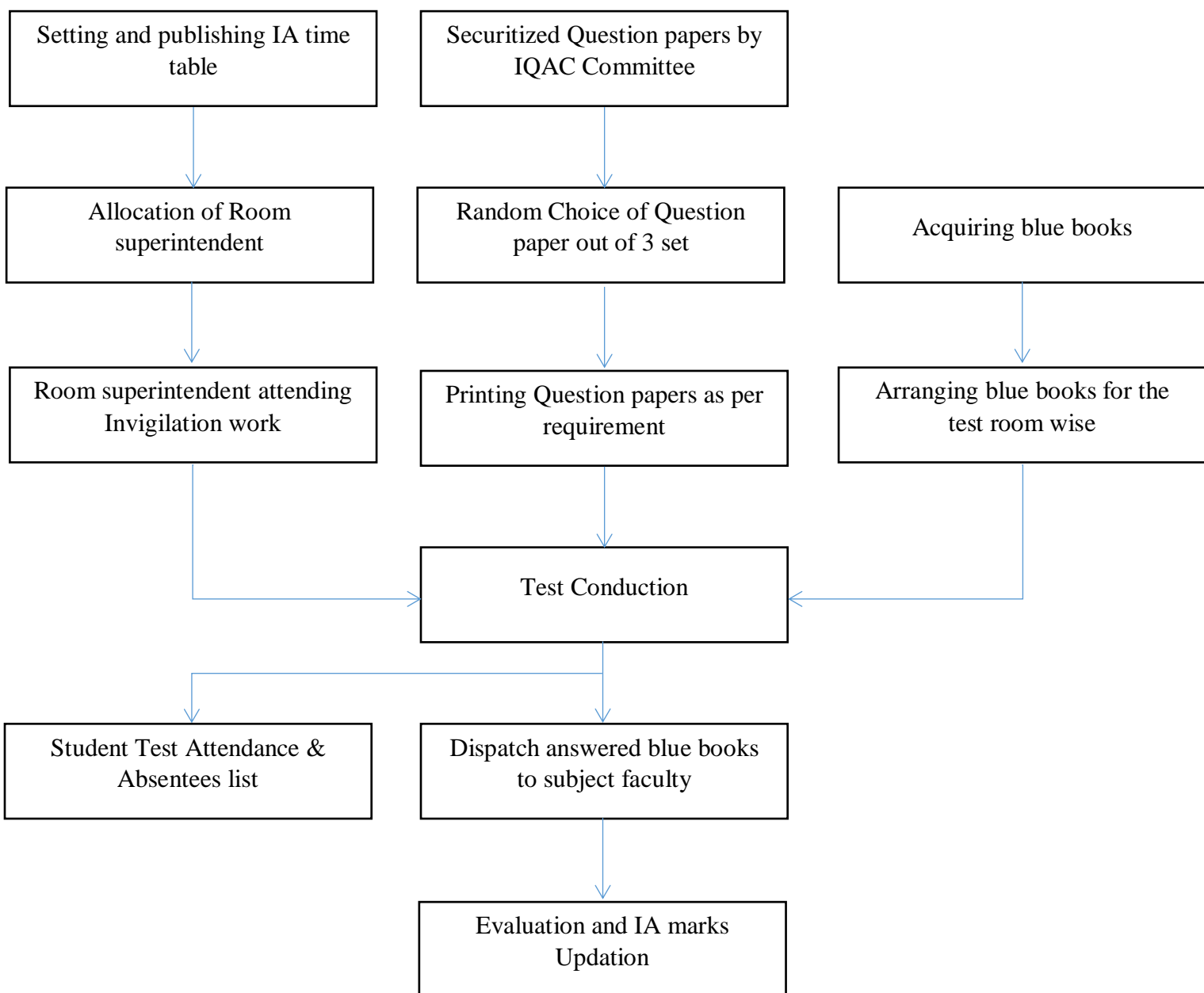
Hierarchy



Process

- A 5 member Examination Committee is formed by College Principal with suggestions from Heads of the Departments and IQAC cell.
- One among the 5 member team will be chosen as Controller of Examinations
- Committee also includes a foreman and an office assistant.
- Committee abide by the rules of conduction of Examination process as per the VTU norms.
- Scheduling and conducting internal assessments are as per the institute's calendar of Events.
- **Process of IA Conduction:**
 - Time table of internal assessment is announced to the students two weeks before the scheduled dates as per calendar of events.
 - Scrutinized Question papers(set of 3) of each subject, semester wise and department wise, are received from each department
 - Room allocation for conduction of test and invigilator allocation is done in prior and announced accordingly.
 - Question papers are randomly picked from set of 3 by the COE and printed a day before the test and stored securely in examination section.
 - On the day of test, as per the number of scripts per subject, semester and room, the question papers are distributed to the students along with blue books.
 - After the completion of test, the written blue books are accounted and submitted to the faculty subject incharge.
 - For the subsequent tests (2nd and 3rd), the blue books are acquired from the subject faculty, before the test and ordered as the room allocation.
 - A consolidated report on students absentees are shared to the department subject wise
 - After the conduction of 3 test, as per the norms of VTU, a final IA marks are calculated and uploaded into VTU portal by the faculty through the consent of HOD and Principal
 - The written blue books are stored in the Department repository section for further consultation.

Internal Assessment process flow



➤ **Process of VTU Theory Examination Conduction:**

- Time table for the final VTU theory examination will be announced by the university and same will be intimated to the students
- Examination section collects student details from VTU portal.
- Examination section collects all the resource such as faculty participating, non-teaching staff, stationaries (Exam writing books, consumables, Question paper printing materials)
- Preparing student allocation per date/semester/subject to exam rooms and same will be intimated to students on the day of exams
- Allotment of faculty invigilation, reliving superintendent, Deputy chief superintendent through the consultation from Chief superintendent and conveying the same to faculty members
- Updating the details of Chief superintendent into VTU exam portal to receive the credentials of printing question papers during exam
- During the exam, the question papers are printed in presence of External DCS, Internal DCS and CS as per the subjects and student taking up the exam
- Invigilators collect the answer booklets from exam section and attend the allotted exam hall 30mins before the commencement of examination
- Students are allowed to enter the exam hall in the presence of hall invigilator
- Invigilators will distribute the answer booklets to the valid students and instructs them to follow rules of writing exam.
- DCS distributes the question paper 10mins prior to the commencement of exams
- Exam starts on time with strict vigilance by room superintendent with external and internal DCS supervision
- Reliving room superintendents monitors the requirements in the initial exam process and relive room superintendents for 10mins during 3 hours of exams
- After 30mins of commencement of exam, absentees list should be uploaded to VTU portal and same document has to reach to VTU regional office along with answer booklet.

- After the exam completion, the answer booklets are returned to exam section, verified, consolidated and dispatched to VTU regional office under the supervision of External DCS, Internal DCS and CS.
- Acceptance acknowledgement is issued by VTU regional office upon successful receiving of answer booklets

